

# ***City of Albuquerque***

## ***Department of Senior Affairs Advisory Council***

714 Seventh Street SW  
Albuquerque, NM 87102



Jorja Armijo-Brasher, Director

Richard J. Berry, Mayor

DSA Advisory Council Meeting  
Manzano Mesa Multigenerational Center  
September 21, 2015

**DRAFT**

### **Minutes**

- I. Meeting Called to Order by Debby Knotts – 12:02 pm
  - a. Present: Debby Knotts, Marianne Chiffelle, and Greg Lopez  
Absent: Mabel Padilla and John Romisher
  - b. June 2015 Minutes were approved.
  - c. September Agenda was approved.
- II. Center Manager: Introduction & Comments
  - a. Ed Nunez is the manager at Manzano Mesa Multigenerational Center. The Program Coordinator, Angelina Poulin, has retired after 20+ years of service with the City. The Office Assistant has also transferred to another position in the City. There was a special event on Friday that went great. The roof, outside lights, and restrooms are complete. The cook will be retiring soon. The Spray Park also needs some attention.
- III. Public Participation - No Public Participations
- IV. Administrative Reports
  - a. Director Report
    - a. DSA has had incredible participation getting the application together for the National Senior Games. The proposal needs to be submitted by Friday, September 25, 2015. We will know by October if we are selected for a site visit. By March 2016 we will know who the host city will be. We have received letters of recommendation from numerous organizations. Marianne helped us get a letter from Governor Martinez.
    - b. The Dialogue of the Future Summit is tomorrow. There will be a variety of speakers – locally and nationally.
  - b. Associate Director Report
    - a. DSA is wrapping up the End Senior Hunger initiative. There was a food pantry shopping experience hosted by Silver Horizons – over 180 seniors attended. There were refreshments, entertainment, and free flu shots from Walgreens. Saturday will be a Stuff the Bus event with ABQ Ride. There will be two locations – Walgreens parking lot at Coors Bypass and Ellison from 10am -12pm and at Albertson's parking lot at San Mateo and Montgomery from 2-4pm.

c. Division Reports

a. Recreation – Rhonda Methvin

1. There was a Parenting the Second Time Around Conference on September 18, 2015 and the Barelás Fiesta on September 19, 2015. Interviews were conducted for the Highland Manager. Highland will also be having a Wild West Luncheon. Manzano Mesa has some issue with the Spray Park. The Sports & Fitness Catalog will be out in November.

b. Social Services – Joy Klotz

1. The FGP Office Assistant, Catherine Montoya, started today. The Case Manager Program Supervisor has been selected. The Heats On annual event will be this Saturday. This is a partnership with the Pipefitters Union and will help 50-80 seniors. Weatherization will be starting October 17, 2015 in conjunction with NM Gas Co. Silver Horizons gave \$10,000 for safety equipment for seniors. SCP has seen an influx of calls for volunteer service.

c. Nutrition/Transportation – Danny Holcomb

1. A Driver Bid/Reassignment was held on August 31, 2015. This bid allows for things to run more efficiently and allows DSA to offer service until 3:30pm. Requests for late pickups have begun to increase. We have 10 new ADA vehicles. They can accommodate 12 passengers and wheelchairs. The Program Manager has been selected. Jazmyne Slater is the new Meal Site Office Assistant. Interviews were held for 3 driver positions.

d. Fiscal – Karen Lopez

1. All the kitchen equipment is in. We are working on the scope of service for 3 grants. We are working on Policies and Procedures for the new timekeeping system – Kronos. We are working on Policies and Procedures for Cash Handling and Deposits. The department has been issued new credit card machines. The city has switched from Bank of America to Wells Fargo.

V. Council Business

a. Council Member Reports

- a. Marianne Chiffelle had nothing to report.
- b. Greg Lopez had nothing to report.
- c. Debby Knotts was on the hiring committee for the Highland Manager and is eager for the final decision to be made.

b. Advisory Council Business

a. Coat Drive

1. Lucy from Ambercare met with Movers Made Easy and they donated 25 wardrobe boxes. Marianne contacted The Cleanery and they are willing to help. We need to start advertising the Coat Drive in the centers. Rhonda is still working on an invitation for the event. We would like to deliver the boxes on September 30, 2015. Anthony will have Lucy bring the boxes to the Barelás Senior Center and then they will be delivered.

Ambercare is working on getting coat racks and will buy them if necessary. Wire hangers cannot be taken to Ambercare until the end of October. Coats will be taken every Friday to be cleaned. It was suggested that we meet with a representative from The Cleanery. Greg will make contact and try to arrange a meeting to discuss the logistics. By November 6, 2015 all clean coats should be at Ambercare and we will know how many seniors can be invited. Sign-ups will begin on November 9, 2015. Coats will be sorted on November 13, 2015 at Ambercare from 8:30am to 12:00pm. The Boutique will be November 16, 18, and 20, 2015 from 9:00am to 3:00pm. Ambercare will provide full length mirrors. A committee meeting to finalize the Coat Drive will be Friday, September 25, 2015 at 10:00am at the Barelbas Senior Center.

2. Marianne will get dates and times for committee meetings that will be happening for next month.

- c. Old/New Business – No Old/New Business

VI. Announcements – No Announcements

VII. Adjournment

- a. Meeting was adjourned at 1:42 pm.

**Next meeting will be October 19, 2015 – North Domingo Baca Multigenerational Center  
7521 Carmel Ave NE**